National Student Loan Data System

Enrollment Spreadsheet Submittal Instruction Guide

Final, January 2013

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Section 1. Enrollment Spreadsheet Submittal Basics

Federal regulations governing Title IV student aid programs require schools to monitor and update the enrollment status of students who receive Federal student loans. The Enrollment Spreadsheet Submittal process was created to assist schools in reporting enrollment information on the NSLDS Professional Access Web site. This process will allow a school to create a spreadsheet containing enrollment information or to be able to respond to an enrollment roster in the CSV format.

These instructions have been created to assist you with the creation of the spreadsheet and usage of the online tool, and should be referenced in addition to the Enrollment Reporting Guide.

Section 2.   Enrollment Spreadsheet Submittal

2.1 Process Overview

The Enrollment Spreadsheet Submittal is accomplished when a user creates a spreadsheet using the instructions found in this guide and Enrollment data has been populated. The spreadsheet can be created to submit an ad hoc roster, or an enrollment roster may be requested in the CSV format, updated and submitted. An Enrollment Spreadsheet Submittal Format has been made available on Federal Student Aid Download (FSAdownload) to assist with ensuring the data in the spreadsheet is correctly identified for submission. This document can be useful in creating an ad hoc roster, or in updating the CSV formatted Enrollment roster received from NSLDS. The following sections describe both processes in detail.

2.2 Spreadsheet Creation

The spreadsheet has a file size limit of 1,000 KB (1 MB). Any file size over this limit will cause the spreadsheet to be rejected. File size varies depending on the version of software used.

The spreadsheet can be created with the first row containing the field names found in Appendix A, Index 1 of this document, or without the field names. Each method will be described in the following sub-sections. NSLDS does not have a preferred method. The decision whether or not to include this row is done at the discretion of the user. When creating the spreadsheet, the Submittal Spreadsheet File layout found in Appendix A of this document or in Appendix A-6 of the Enrollment Reporting Guide must be used as a reference. The Original Fixed width layout *cannot* be used for Enrollment Spreadsheet Submittal.

It is imperative that the user created spreadsheet be saved in a secure manner. It is recommended that the spreadsheet have a unique name so that it can be easily identified during the upload process. Please ensure that when saving the file it is saved as a spreadsheet file in a format with an extension of .xls or .xlsx (Excel™ format). Any other extensions will cause the entire file to be rejected.

2.2.1 Rename Worksheet

The first step in creating the spreadsheet is to rename the worksheet that will be utilized for data entry, and subsequent data upload. The name of this worksheet is required to be named "**upload file**". To rename the worksheet:
- Right click on the worksheet tab name
- Select Rename
- When the current name of the tab is highlighted, type **upload file**
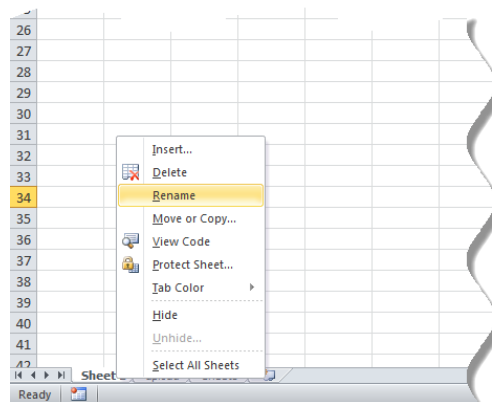- Click out of the tab and the name will be stored
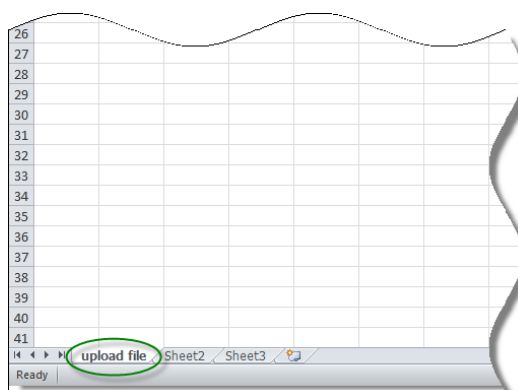
Figure 2-1: Rename Worksheet

Figure 2-2: Renamed Worksheet

NSLDS will look for a worksheet with the name *upload file*. If the worksheet has any other name, NSLDS will attempt to load the data found in the first tab, or Sheet 1, of the spreadsheet. If Sheet 1 is empty, the user will receive the message "Spreadsheet has no data". So it is suggested that the worksheet be renamed. Also, NSLDS will only process one worksheet per spreadsheet. Any other worksheets will be ignored if they are present in the file, as will any records they may contain.

2.2.2 Spreadsheet With Field Names

When creating the spreadsheet with field names, the names of the fields appearing in the Submittal Spreadsheet File, as listed in Appendix A, Index 1 of this document, or in Appendix A-6 of the Enrollment Reporting Guide, are to be created by the user. The names of the fields must precisely match those presented in the Enrollment User Guide and each name must be contained within an individual column. The names of the fields will appear in Row One, beginning in column A with "Record Type" and ending in column Z with "Student Address Postal Code".

The submittal detail record data is to be completed a single row at a time beneath Row One of the spreadsheet, with the first student record appearing in Row Two. The user created spreadsheet submittal does not require the inclusion of the Header and Trailer Records as described in other file layouts found in the Enrollment Reporting Guide.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Record Type	Student's Current Social Security Number	School Code	School Branch Code	Move To School Branch Code	Student's Social Security Number Pseudo Indicator	Student's Current First Name	Student's Current Last Name	Student's Current Middle Name	Date of Student's Birth	Student Branch Designator Code	Certification Date	Enrollment Effective Date	Enrollment Status
2	001	9999999999	060003	00	00	A	Student	Jones	Julie	1966072	d23456789a123456789b	6/12/2012	20000101	F

Figure 2-3: Spreadsheet Creation With Field Names

Fields identified as optional do not have to have data provided. However, the field names must still appear in Row One of the spreadsheet, even if the data is not being supplied.

Optional Field without data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Record Type	Student's Current Social Security Number	School Code	School Branch Code	Move To School Branch Code	Student's Social Security Number Pseudo Indicator	Student's Current First Name	Student's Current Last Name	Student's Current Middle Name	Date of Student's Birth	Student Branch Designator Code	Certification Date	Enrollment Effective Date	Enrollment Status
2	001	9999999999	060003	00	00	A	Student	Jones	Julie	1966072		6/12/2012	20000101	F

Figure 2-4: Spreadsheet Creation With Field Names and Empty Optional Fields
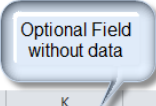
2.2.3 Spreadsheet Without Field Names

When creating the spreadsheet without field names Row One of the spreadsheet will contain the first submittal Detail Record, beginning in column A and ending in column Z. The submittal student detail record data is to be completed a single row at a time beginning in Row One of the spreadsheet, with the second student record appearing in Row Two. The user created spreadsheet submittal does not require the inclusion of the Header and Trailer Records as described in other file layouts found in Appendix A of the Enrollment Reporting Guide.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	001	9999999999	060003	00	00	A	Student	Jones	Julie	1966072	d23456789a123456789b	6/12/2012	20000101	F

Figure 2-5: Spreadsheet Creation Without Field Names

Fields identified as optional do not have to have data provided. However, the column must still be reserved (left blank) in Row One of the spreadsheet, even if the data is not being supplied.

Figure 2-6: Spreadsheet Creation Without Field Names and Empty Optional Fields

2.2.4 Data Entry

The spreadsheet can be populated with data by typing the data in manually, cutting and pasting the data into the spreadsheet from another source, or importing the data into the spreadsheet from another data source or toolset. Spreadsheets assume that all numbers typed into them are going to be used for math purposes. Therefore it automatically removes any zero which precedes a number. In other words, it strips out leading zeros, as is the case for an OPEID code. Although the OPEID code is typed in as "060003", as shown in column B of figure 2-4, what will appear in the spreadsheet is "60003".

Spreadsheet upload was created with various types of formatting issues in mind. While some Enrollment Spreadsheet Submittal fields have specific formatting requirements, others do not. Please refer to Appendix A of this document or Appendix A-6 in the Enrollment Reporting Guide Submittal Spreadsheet File layout for the formatting of specific fields, and their treatment in the spreadsheet processing.

2.3 Updating a Roster

While defining the Enrollment Preferences for the school, the user has the option of selecting to receive an Enrollment Roster formatted as Comma Separated Values (CSV), delivered to the schools' SAIG TG mailbox. This roster can be updated using spreadsheet software and submitted to NSLDS using the Enrollment Submittal page, and does not need to be returned using SAIG.

2.3.1 Using CSV File

The enrollment roster, when retrieved from the SAIG TG mailbox has either a .DAT extension or a 3 digit numbered extension (e.g. .001, .002, etc.). In order to utilize this file in spreadsheet software, this file needs to be saved using a .CSV extension. This is accomplished by either opening the file and saving it with a .CSV extension or merely renaming the file with the .CSV extension.

Once the file has the .CSV extension, the securely stored file may be opened using spreadsheet software by locating the file. The following steps may help you with this operation; however, please consult the help information for the specific spreadsheet software being used as software may vary slightly.

➢ Using EDconnect, download the Enrollment Roster in the message class EFRCDEOP from the SAIG TG mailbox
➢ Locate the downloaded Enrollment Roster file. (File will have either a .DAT or a 3 digit numbered extension. Example: *efrcdeop.dat, efrcdeop.001*, etc.) *Enrollment Roster.DAT)*
➢ Save or rename the file using the .CSV extension (Example: *efrcdeop.csv*)
➢ Open the spreadsheet software tool
➢ Click File
➢ Click Open
➢ Locate the previously saved file with the .CSV extension
   o The file type being browsed may need to be adjusted in order for the file to be located.
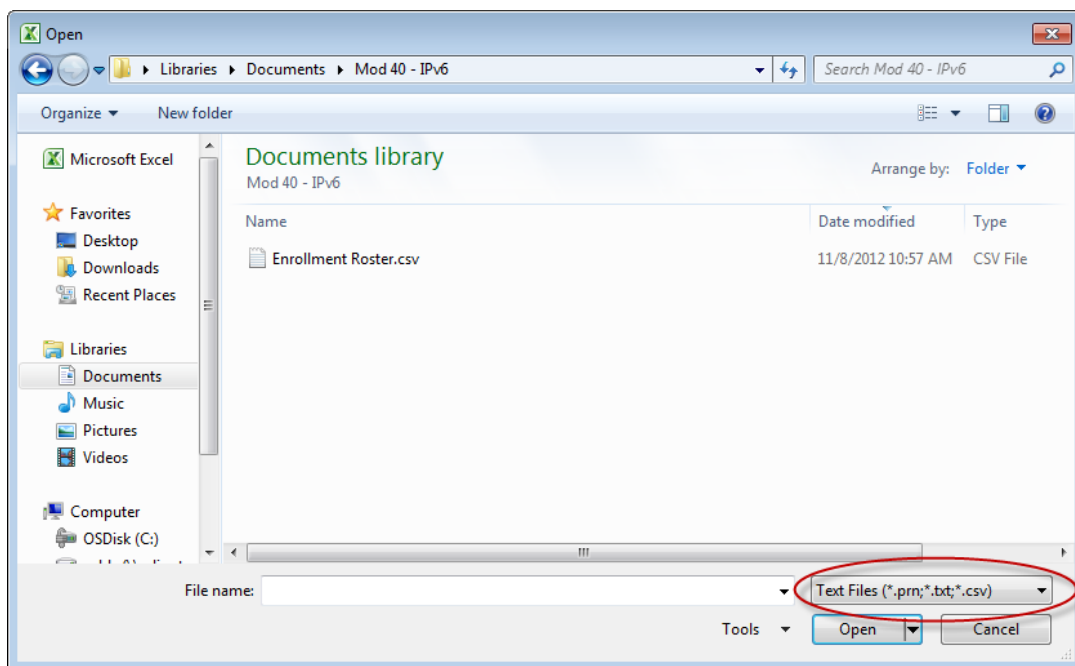   o This is typically done using a drop down box:

Figure 2-7: File Extension Drop Down Box

➢ Select the file name
➢ Click Open

The file should now open in the spreadsheet software. The first row will be the Header Record, and the last row will be the Trailer Record. These records are on the file when it is created by NSLDS. These two rows need to be deleted from the spreadsheet prior to using the Enrollment Spreadsheet Submittal process NSLDS Professional Access Web site to submit any updates made to the file for processing.

If you have previously downloaded the Enrollment Spreadsheet Submittal Format (available on FSAdownload), the column Field Names (first row) from this document may be copied and pasted into the spreadsheet now open. The column headings found in the document may assist

you with locating the necessary information for updating, but does not have to be used. The spreadsheet may be saved with or without the column headings. See Section 2.2.2 regarding rules for column headings.

Once all updates have been made to the enrollment roster, please ensure that the file is saved in a format with an .xls or .xlsx extension (Excel™ format), rather than the .CSV extension. The file must have this format for the web site to recognize it for submittal.

2.4 NSLDS Professional Access File Upload

2.4.1 Enrollment Submittal Page

The Enrollment Submittal page is found on the menu under the Enroll tab, for users who have Enrollment access. This page is used to submit a roster file or an ad hoc roster via the NSLDS Professional Access Web site.

The actual file upload process starts by selecting the completed spreadsheet file stored in a secure manner on the local hard drive of the user's computer, or stored in a secure manner on an external medium, such as a flash drive or network. The Enrollment Submittal page allows the user to use the Browse function to search for a file, and upload it from the location where it is stored. Once the file is located the user needs to make some decisions regarding the presentation of any errors which the system may return.

Figure 2-8: Enrollment Submittal Page

2.4.1.1 Enrollment Submittal Page Results Presentation

The following section explains the use of each option. There are multiple options available to users regarding how they view any errors which may have resulted from the validation which occurs while uploading the Enrollment spreadsheet. A radio button must be selected for each option prior to clicking the Validate or Validate and Submit buttons.
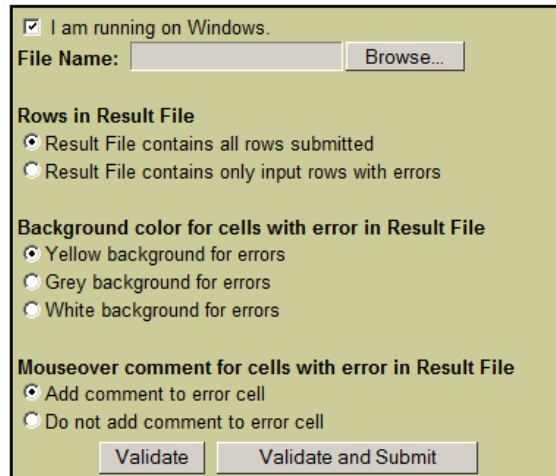
Figure 2-9: Results Presentation

Rows in Result File

Rows in Result File indicates which rows will be returned to the user after validation has been completed. The default is ***Result File contains all rows submitted***.

➢ If the user selects *Result File contains all rows submitted* all rows on the submittal spreadsheet will be present in the Result File. Records with one or more errors will have data present in the error columns and records without errors will have no data present in the error columns.

➢ If the user selects *Result File contains only input rows with errors* only rows from the submittal spreadsheet which were determined to have one or more errors in them will be included.

Background color for cells with error in Result File

Background color cells with error in Result File indicates what color the cells which contain errors will be after validation has completed. Data cells with errors will be indicated by a color highlight. The default is ***Yellow background for errors***.

Mouseover comment for cells with error in Result File

Mouseover comment for cells with error in Result File indicates whether or not the Result file, which is created after validation has completed, contains comments which appear when the mouse is moved over them. Regardless of the selection made, the error codes and messages will appear on the far right hand side of the spreadsheet Results file. The default is ***Add comment to error cell***.

➢ If the user selects *Add comment to error cell* a red Tooltip triangle will appear in the cell which houses the field in error. When the computer mouse is moved over this error, the error applicable to this field will appear on the screen.

➢ If the user selects *Do not add comment to error cell* the Tooltip triangle will not appear.

Validate / Validate and Submit

There are two options for reviewing data available at the bottom of the screen. When clicked, the **Validate** will review all data in the spreadsheet for errors. No data has been loaded to NSLDS during the validation process when the **Validate** button has been clicked. The upload process MUST be repeated and the **Validate and Submit** button selected in order to load the data to NSLDS.

When the **Validate and Submit** button is selected, all data will be validated, even if it has been previously validated by the system and any data without error will be submitted and stored in NSLDS. Data will be presented to the user according to the Result File preference radio button selection.

Once the submittal file has been validated by clicking either the **Validate** or **Validate and Submit** buttons, a message will be returned to the user on the screen regarding the number of total records in the spreadsheet and the number of records in error. Also a pop-up box appears, presenting the option to Open, Save or Cancel the Result File which was created by the submission.

Figure 2-10: Number of Errors Example

If Open is selected, the Result File will open in the computer's default spreadsheet software and

the errors in the right hand column will be presented in the manner previously selected on the Enrollment Submittal web page. The file will have the same name as that which was uploaded, however "- Results" will be appended to the end of the name. For example: if the name of the spreadsheet being submitted is "Enrollment.xlsx", the name of the Results file will be "Enrollment – Results.xlsx".

Note: The user MUST click the **Validate and Submit** button for the data to be processed and updated on NSLDS.

2.5 Working Errors

All records will utilize the edits described in Appendix A of this document or in Appendix A-6 of the Enrollment Reporting Guide, and any errors identified during the processing of the spreadsheet upload will be identified to the user online, in their uploaded spreadsheet.

Figure 2-11: Results File with Yellow Highlight and Tool Tip

The errors, and the fields to which they apply, will be presented in the first available right hand column of the spreadsheet. User can correct the data in the spreadsheet, or Results file, as it is presented on the screen, or go back to the file used for upload to make the updates. Additionally, the user can rename the Results file prior to re-submitting it in order to keep record of what has been submitted. Regardless of which method is used, the remaining records must be re-submitted to NSLDS for processing.

	R	S	T	U	V	W	X	Y	Z	AA	AB
		Address	Good	Student	Student	Student	Student Address	Student	Student Address	ERRORS	
gin ate	Term End Date	Effective Date	Address Flag	Address Line 1	Address Line 2	Address City	State / Province	Address Country	Postal Code		
2/2010	1/3/2010	2/2/2010	x	101 Main Street	apt 4	portland	or	us	12345	Exceeds max length for field: Student's Current Social	
010	1/3/2010	2/2/2010	x	101 Main Street	apt 4	portland	or	us	12345	Exceeds max length for field: Student's Current Social	
2010	1/3/2010	2/2/2010	x	101 Main Street	apt 4	portland	or	us	12345	Exceeds max length for field: Student's Current Social	
2/2010	1/3/2010	2/2/2010	x	101 Main Street	apt 4	portland	or	us	12345	max length for field: Student's Current Social	

Figure 2-12: Results File with Error Column

During the process of correcting errors, it may be determined that a record needs to be removed from the file. Although spreadsheet software provides the Clear function, NSLDS does not recommend using this function. If records or rows need to be removed from the worksheet, the Delete row function must be used in order to ensure that all data is removed from the spreadsheet.

Appendix A: Record Layout Specifications – Submittal Spreadsheet File

The following section provides specifications of the Detail records that are part of the Enrollment Spreadsheet Submittal file. NSLDS has utilized features found within typical spreadsheet tools to assist with the data creation and submission of Enrollment records to NSLDS. While the definitions of each field remain the same as those found in other Enrollment Reporting layouts the formatting of information found in the Submittal Spreadsheet layout has been documented according to the uses specific to spreadsheets. Please refer to the Enrollment Spreadsheet Submittal Instruction Guide for complete instructions on the creation and submittal of this particular file layout.

Index 1: File Type –Submittal Spreadsheet File

Field Name	Spreadsheet Location	Record Type
Record Type	Column A	Detail Record
Student's Current Social Security Number	Column B	Detail Record
School Code	Column C	Detail Record
School Branch Code	Column D	Detail Record
Move to School Branch Code	Column E	Detail Record
Student's Social Security Number Pseudo Indicator	Column F	Detail Record
Student's Current First Name	Column G	Detail Record
Student's Current Last Name	Column H	Detail Record
Student's Current Middle Name	Column I	Detail Record
Date of Student's Birth	Column J	Detail Record
Student Branch Designator Code	Column K	Detail Record
Certification Date	Column L	Detail Record
Enrollment Effective Date	Column M	Detail Record
Enrollment Status	Column N	Detail Record
Credential Level	Column O	Detail Record
Anticipated Completion Date	Column P	Detail Record
Term Begin Date	Column Q	Detail Record
Term End Date	Column R	Detail Record
Address Effective Date	Column S	Detail Record
Good Address Flag	Column T	Detail Record
Student Address Line 1	Column U	Detail Record
Student Address Line 2	Column V	Detail Record
Student Address City	Column W	Detail Record
Student Address State / Province	Column X	Detail Record
Student Address Country	Column Y	Detail Record
Student Address Postal Code	Column Z	Detail Record

Enrollment Reporting Submittal Spreadsheet File Detail Record

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	**Record Type**		
History Kept: Yes	**Format:** General, Text or Number	**Size:** 3	**Spreadsheet Location:** Column A
Description:	A 3-digit number that identifies the record type in the student record in the Enrollment Reporting roster file.		
Comments:	• Record Type for the Detail record is 001. • Spreadsheet formatting will yield the following results: o General – leading zero will be removed from the spreadsheet. NSLDS will read and store the remaining characters inserting the missing zero in the first position. o Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position. o Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position.		
Edits:	Must equal 001		
Default Value/Use:	None		
Reporting:	None		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
N/A	N/A	N/A	N/A
Date Revised: 9/18/2012			

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student's Current Social Security Number		
History Kept:	Format:	Size:	Spreadsheet Location:
Yes	General, Text or Number	9	Column B

Description:	Social Security Number of a Title IV aid recipient.

Comments:	• Valid or pseudo-SSN reported to NSLDS by the data provider.
	
	• If a school believes the NSLDS data are incorrect, contact the NSLDS Customer Support Center and provide verifying documents.
	
	• If you add a student to the Enrollment Reporting roster file, you must fill in this field with the student's actual SSN.
	
	• If the actual number is not available, enter the pseudo-SSN assigned by the data provider.
	
	• Values in Student's SSN, Student Current First, and Student Current Last must match values in the enrollment record produced by NSLDS, except for school-added records.
	
	• Spreadsheet formatting will yield the following results:
	   o General – leading zero will be removed from the spreadsheet. NSLDS will read and store the remaining characters inserting the missing zero in the first position.
	   o Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position.
	   o Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position.

Edits:	• For NSLDS-provided records, the value must match SSN in Enrollment Reporting roster file. • For school-initiated records, the value must match an SSN in the NSLDS database.
Default Value/Use:	None
Reporting:	• For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory.

Verifies:	Error:	Error No.:	Error Message:
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	Student could not be identified on the data base.
Date Revised: 9/18/2012			

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	**School Code**		

History Kept:	Format:	Size:	Spreadsheet Location:
Yes	General, Text or Number	6	Column C

Description:	A six-digit code for school certifying enrollment.
Comments:	- If a school has questions about its OPEID code, it should call the NSLDS Customer Support Center at 1–800–999–8219. - Spreadsheet formatting will yield the following results: - General – leading zero will be removed from the spreadsheet. NSLDS will read and store the remaining characters inserting the missing zero in the first position. - Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position. - Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position.
Edits:	Must be a valid 6-digit OPEID code from the NSLDS School Codes Table.
Default Value/Use:	None
Reporting:	- For NSLDS-provided records: Do not change. - For school-initiated records: Mandatory.

Verifies:	Error:	Error No.:	Error Message:
Must be valid OPEID.	Not Valid OPEID.	50	Invalid school
Authorization to submit	Security	52	Not authorized to submit enrollment data for school, branch or move to location

Date Revised: 9/18/2012	

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record
Field Name	School Branch Code

History Kept:	Format:	Size:	Spreadsheet Location:
Yes	General, Text or Number	2	Column D

Description:	A 2-digit code for school branch certifying enrollment.

Comments:	• If a school has questions about it's' OPE code, it should call the NSLDS Customer Support Center at 1–800–999–8219.
	• Spreadsheet formatting will yield the following results:
	  o General – leading zero will be removed from the spreadsheet. NSLDS will read and store the remaining characters inserting the missing zero in the first position.
	  o Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position.
	  o Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position.

Edits:	Must be a valid 2-digit branch code.
Default Value/Use:	None
Reporting:	• For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory.

Verifies:	Error:	Error No.:	Error Message:
Must be valid Branch Code.	Not a valid Branch Code.	51	Invalid Move to Location
Authorization to submit	Security	52	Security not authorized to submit

Date Revised:	9/18/2012

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Move To School Branch Code		
History Kept: Yes	**Format:** General, Text or Number	**Size:** 2	**Spreadsheet Location:** Column E
Description:	Two-digit code for the school location where the student enrollment should be certified.		

Comments:	Note: The action here is Withdrawal from the current location and Add/Update to the new location using the reported detail.
	
	• Spreadsheet formatting will yield the following results:
	  o General – leading zero will be removed from the spreadsheet. NSLDS will read and store the remaining characters inserting the zero in the first position.
	  o Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position.
	  o Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position.		

Edits:	Must be a valid 2-digit branch code.		
Default Value/Use:	None		
Reporting:	Optional		

Verifies:	Error:	Error No.:	Error Message:
Must be valid Branch Code.	Not a valid Branch Code.	50	Invalid school
Authorization to submit	Security	52	Security not authorized to submit
Date Revised: 9/18/2012			

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student's Social Security Number Pseudo Indicator		
History Kept: No	Format: General or Text	Size: 1	Spreadsheet Location: Column F
Description:	A single-character indicator showing whether the Student's Social Security number is real or pseudo.		

Comments:	• SSN indicator reported to NSLDS by the data provider could be R (for "real") or P (for "pseudo").
	
	• If you add a student to the submittal file, you must use the correct SSN and fill in this field with R (for "real").
	
	• If using a spreadsheet, formatting will yield the following results:
	   o General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.
	   o Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.		

Edits:	Must be R (for "real") or P (for "pseudo").		
Default Value/Use:	None		
Reporting:	Mandatory		

Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A

Date Revised:	9/18/2012

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	**Student's Current First Name**		
History Kept: Yes	**Format:** General or Text	**Size:** 35	**Spreadsheet Location:** Column G

Description:	First name of the Title IV aid recipient.
Comments:	- First name reported to NSLDS by the data provider. - If the student has no first name, this field contains 'NFN' (no first name). - If you believe NSLDS data are incorrect. Contact the data provider and provide verifying documents. - If you add a student to the submittal file, you must fill in this field with the first name. - If the student does not have a first name, you must fill in this field with 'NFN'. - If the first name exceeds 35 characters, drop any characters in excess of 35. - If using a spreadsheet, formatting will yield the following results: - General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. - Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.
Edits:	Must match existing value in NSLDS
Default Value/Use:	None
Reporting:	- For NSLDS-provided records: Do not change. - For school-initiated records: Mandatory.

Verifies:	Error:	Error No.:	Error Message:
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	Student could not be identified on the data base.
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	**Student's Current Last Name**		
History Kept: Yes	**Format:** General or Text	**Size:** 35	**Spreadsheet Location:** Column H
Description:	Current last name of the Title IV aid recipient.		

Comments:	• Last name reported to NSLDS by the data provider.
	
	• If the student has no last name, this field contains 'NLN'.
	
	• If you believe the NSLDS data are incorrect, contact the data provider and provide verifying documents.
	
	• If you add a student to the submittal file, you must fill in this field with the last name.
	
	• If the student does not have a last name, you must fill in this field with 'NLN'.
	
	• If the last name exceeds 35 characters, drop any characters in excess of 35.
	
	• If using a spreadsheet, formatting will yield the following results:
	    o General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.
	    o Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.		

Edits:	None		
Default Value/Use:	None		
Reporting:	• For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory.		

Verifies:	Error:	Error No.:	Error Message:
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	Student could not be identified on the data base.
Date Revised: 9/18/2012			

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student's Current Middle Name		
History Kept: Yes	Format: General or Text	Size: 35	Spreadsheet Location: Column I
Description:	Middle name of the Title IV aid recipient.		
Comments:	- Middle name reported to NSLDS by the data provider. - If you believe NSLDS data are incorrect, contact the data provider and provide verifying documents. - If you add a student to the submittal file and the student has no middle name, leave this field blank. - If using a spreadsheet, formatting will yield the following results: - General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. - Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. - If this field is not being reported, the column must be left blank.		
Edits:	None		
Default Value/Use:	None		
Reporting:	Conditional, Mandatory if MI is known.		

Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A

Date Revised:	9/18/2012

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	**Date of Student's Birth**		
History Kept: No	**Format:** General, Text or Date	**Size:** 8	**Spreadsheet Location:** Column J

Description:	Date (year, month, and day) on which the Title IV aid recipient was born.

Comments:	• Date of Student's Birth as reported to NSLDS by the data provider.
	
	 • If a student's birth date is unknown, this field contains '19000101'.
	
	 • If you believe NSLDS data are incorrect, contact the data provider and provide verifying documents.
	
	 • If you add a student to the submittal file, you must fill in this field.
	
	 • If the Date of Student's Birth is unknown, fill in the field with '19000101'.
	
	 • If using a spreadsheet, formatting will yield the following results:
	    o General – if data is formatted as CCYYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted.
	    o General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly.
	    o Text – text must be formatted as CCYYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted.
	    o Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year.

Edits:	• Must all be numeric. • MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year.
Default Value/Use:	Use '19000101', if Date of Student's Birth is unknown, formatted according to above spreadsheet usage.
Reporting:	• For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory.

Verifies:	Error:	Error No.:	Error Message:
Must be valid date.	Invalid date.	13	Date of Birth Invalid format.

Date Revised:	9/18/2012

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	**Student Branch Designator Code**		

History Kept:	Format:	Size:	Spreadsheet Location:
Yes	General, Text or Number	20	Column K

Description:	School-assigned designation used instead of the SSN to identify the Title IV aid recipient.

Comments:	• If your school does not use the SSN as the key identifier in its registration database, use this field to capture the designator you use for that purpose.
	
	• If supplied, NSLDS will return the school ID in each Enrollment Reporting roster file, which will ease the task of subsequently matching NSLDS records to school data.
	
	• The data are not forwarded to the data provider.
	
	• Spreadsheet formatting will yield the following results:
	
	   o General – leading zeros will be removed from the spreadsheet. NSLDS will read and store the remaining characters, resulting in an incorrect zip code being stored.
	
	   o Text – numbers and letters as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.
	
	   o Number - numbers and letters as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.
	
	• If this field is not being reported, the column must be left blank.

Edits:	None, although left-justification is recommended.
Default Value/Use:	None
Reporting:	Optional

Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A

Date Revised:	9/18/2012

*Note: Schools and loan holders (data providers) are encouraged to resolve identifier conflicts directly between the two parties. NSLDS has available on its Web site organization contacts to help facilitate this process. If you are unable to resolve data conflicts, please contact the NSLDS Customer Support Center at 1–800–999–8219, Option 3.

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	**Certification Date**		
History Kept: Yes	**Format:** General, Text or Date	**Size:** 8	**Spreadsheet Location:** Column L
Description:	Date the school certifies the enrollment information updated in the Enrollment Reporting roster file.		

Comments:	• You must fill in this field with the certification date.
	
	• If using a spreadsheet, formatting will yield the following results:
	
	  o General – if data is formatted as CCYYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted.
	
	  o General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly.
	
	  o Text – text must be formatted as CCYYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted.
	
	  o Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year.		

Edits:	• Certification date must be less than process date. • Certification date must be within a parameter set by NSLDS to ensure the certification date is not unreasonably old.		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
Must be valid date.	Invalid or no date.	37	Certification Date invalid format
Too old	Cert date too old	38	Certification Date is too Old
Future date	Future date not allowed for Cert date	39	Certification Date cannot be future
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	**Enrollment Effective Date**		
History Kept: Yes	**Format:** General, Text or Date	**Size:** 8	**Spreadsheet Location:** Column M

Description:	Effective date (year, month and day) a borrower entered current enrollment status.
Comments:	- Specific instructions regarding which date to report in conjunction with each enrollment status code are provided in Appendix B, Enrollment Status Codes, of the Enrollment User Guide. - If the enrollment status has not changed, do not change this field. - This field is the date a borrower entered current enrollment status and *not* the date the file is processed by the school (Certification Date). - If using a spreadsheet, formatting will yield the following results: - General – if data is formatted as CCYYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted. - General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. - Text – text must be formatted as CCYYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted. - Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year.
Edits:	- Must be all numeric. - MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. - There must be a corresponding value in the Code for Enrollment Status field. - Must be no more than 30 years in the past, based on the Enrollment Reporting roster generation date. - Cannot be before the student's date of birth plus 12 years.
Default Value/Use:	None
Reporting:	Mandatory

Verifies:	Error:	Error No.:	Error Message:
Must be numeric.	Invalid date.	21	Enrollment Effective date invalid format, or Value is 45 years before certification date, or value is less than 12 years after DOB.
Field is completed.	Field not completed.	23	Enrollment Effective Date Missing

Must be less than 30 years in the past, based on Enrollment Reporting roster generation date.	More than 30 years in the past.	21	Enrollment Effective date invalid format, or Value is 45 years before certification date, or value is less than 12 years after DOB.
Must be greater than Student's Date of Birth plus 12.	Less than Student's Date of Birth plus 12.	21	Enrollment Effective date invalid format, or Value is 45 years before certification date, or value is less than 12 years after DOB.
Must be less than or equal to Certification Date.	Greater than or equal to Certification Date.	30	Enrollment Effective must be less than or equal to certification date.
Must be less than or equal to ACD.	Greater than ACD.	33	Anticipated Completion Date must be greater than Effective date when edited (F,H,A)
Date change falls in acceptable range in relation to historical data.	Date sequence error.	32	Student status could not be applied as current due to a reporting/history violation.
Effective date too old	Too old	34	If Enrollment code is F, H, or A, then Certification cannot be equal to effective date if the enrollment has not changed from the previously reported value
Certification date cannot equal Effective Date	Invalid date	35	For Enrollment A, Certification must be less than or equal to 180 days after enrollment effective
Date Revised: 9/18/2012			

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	**Enrollment Status**		
History Kept: Yes	**Format:** General or Text	**Size:** 1	**Spreadsheet Location:** Column N
Description:	Code reflecting student's current enrollment status.		

Comments:	• This field in the Enrollment Reporting roster file contains the enrollment status most recently reported to NSLDS. Along with the Date Enrollment Status Effective field, it is the most significant piece of data in the entire Enrollment Reporting process.
	
	 • Together these fields determine the exact beginning of the student's grace and subsequent repayment period.
	
	 • If a student's enrollment status has changed, you must update this field with the student's current enrollment status (see Appendix B, Enrollment Status Codes in the Enrollment User Guide).
	
	 • If using a spreadsheet, formatting will yield the following results:
	    o General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.
	    o Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.		

Edits:	Must be a valid code from Appendix B, Enrollment Status Codes in the Enrollment User Guide, and must have a corresponding value in the Date Enrollment Status Effective field.		
Default Value/Use:	None		
Reporting:	Mandatory		

Verifies:	Error:	Error No.:	Error Message:
Cannot be blank.	Is blank.	19	Enrollment code is missing.
Must be valid code.	Invalid code.	20	Enrollment code is invalid
Must be a valid code sequence	Invalid sequence	22	Enrollment code X or Z cannot be reported if a valid F,H,L or A enrollment has been reported effective prior, for the student at the school.

Date Revised:	9/18/2012

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	**Credential Level**		
History Kept: Yes	**Format:** General, Text or Number	**Size:** 2	**Spreadsheet Location:** Column O

Description:	Code reflecting student's current academic program degree level code.

Comments:	• For Graduated Enrollment Status only.
	
	 • The academic program degree level code:
	
	 '01' (Undergraduate certificate)
	 '02' (Associate's degree)
	 '03' (Bachelor's degree)
	 '04' (Post baccalaureate certificate)
	 '05' (Master's degree)
	 '06' (Doctoral degree)
	 '07' (First professional degree)
	
	 • While history is kept, it does not display on NSLDSFAP
	
	 • If using a spreadsheet, formatting will yield the following results:
	    o General – leading zeros will be removed from the spreadsheet. NSLDS will read and store the remaining characters, resulting in the correct code being collected.
	    o Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.
	    o Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.

Edits:	Must be a valid academic program degree level code.
Default Value/Use:	None
Reporting:	Optional

Verifies:	Error:	Error No.:	Error Message:
Code for Credential Level	Invalid Code	53	Credential level value is invalid.

Date Revised:	9/18/2012

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Anticipated Completion Date		
History Kept: Yes	Format: General, Text or Date	Size: 8	Spreadsheet Location: Column P
Description:	Date (year, month, and day) when a student is scheduled to complete course requirements.		
Comments:	- For degree programs, this date is the same as the anticipated graduation date. The date already in this field is the one most recently reported to NSLDS by the school. If the school has not reported, the date supplied by the data provider is used. - This is a key element in monitoring the student's projected entry into the grace period and subsequent repayment period. - This field must be reviewed in each Enrollment Reporting roster file and updated as appropriate especially when an enrollment status change occurs. - If the date seems reasonable given the student's academic progress, do not modify. Modify only if there is a substantial change (that is, May to August, rather than May 2nd to May 3rd). - If you add a student to the submittal file, this field must contain the school's most current estimate. - The date received from a school will be modified if the date is 10 years more than the Certification Date. The date will be modified to a date 10 years from the Certification Date. - ACD is not required for an enrollment status of 'D', 'L', 'W', 'X', or 'Z'. - If using a spreadsheet, formatting will yield the following results: - General – if data is formatted as CCYYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted. - General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. - Text – text must be formatted as CCYYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted. - Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year.		

Edits:	• Must be all numeric.
	• MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year; CC must be 19 or 20.
	• If the Enrollment Status Code equals 'A', 'F', 'H', or 'L' this date must be greater than the Certification Date and the Enrollment Effective Date (see Appendix B, Enrollment Status Codes in the Enrollment User Guide).
	• If an invalid value is used for 'L', NSLDS will not error. Instead the ACD will be explained by '00010101'.
	• If the Enrollment Status Code equals 'G', this field must equal the Enrollment Status Effective Date.

Default Value/Use:	None
Reporting:	Mandatory if Enrollment Status Code equals 'G', 'A', 'F', or 'H'.

Verifies:	Error:	Error No.:	Error Message:
Must be numeric when Enrollment Status Code equals 'G', 'A', 'F', or 'H'.	Invalid date.	15	Anticipated Completion Date invalid format
Must be greater than Certification Date when Enrollment Status Code equals 'A', 'F', 'H', or 'L'.	Is less than Certification Date.	26	Anticipated Completion Date must be greater than certification date.
Must be greater than or equal to ESED.	Is less than ESED.	33	Anticipated Completion Date must be greater than Effective date when edited (F,H,A)
Must not exceed 10 years after certification date.	Is greater than 10 years after Certification Date.	16	Anticipated Completion Date cannot be greater than 10 years after the certification

Date Revised:	9/18/2012

Note: If a school determines that a student has transferred from another school from which he or she received a Title IV loan, the school is encouraged to update NSLDS on the Web, showing that the student is now attending its schools, or add the student to its submittal file. The new enrollment information will be passed on to loan holders so that the student is not inadvertently placed in repayment.

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Term Begin Date		
History Kept: Yes	**Format:** General, Text or Date	**Size:** 8	**Spreadsheet Location:** Column Q

Description:	The first date (year, month, and day) of the term.

Comments:	• If using a spreadsheet, formatting will yield the following results:
	
	   o General – if data is formatted as CCYYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted.
	
	   o General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly.
	
	   o Text – text must be formatted as CCYYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted.
	
	   o Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year.

Edits:	• Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year.
Default Value/Use:	None
Reporting:	Optional

Verifies:	Error:	Error No.:	Error Message:
Invalid date format	Invalid date format	43	Invalid format for term date
Must be prior to Term End date	Must be prior to Term End date	49	If begin and end term dates reported then end cannot be prior to begin.
Date Revised: 9/18/2012			

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Term End Date		
History Kept: Yes	**Format:** General, Text or Date	**Size:** 8	**Spreadsheet Location:** Column R
Description:	The last date (year, month, and day) of the term.		

Comments:	• If using a spreadsheet, formatting will yield the following results:
	   o General – if data is formatted as CCYYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted.
	   o General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly.
	   o Text – text must be formatted as CCYYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted.
	   o Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year.		

Edits:	• Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year.		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
Invalid date format	Invalid date format	43	Invalid format for term date
Date Revised: 9/18/2012			

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Address Effective Date		

History Kept:	Format:	Size:	Spreadsheet Location:
Yes	General, Text or Date	8	Column S

Description:	Date student's address became effective or the sender became aware of the information.

Comments:	• If using a spreadsheet, formatting will yield the following results:
	    o General – if data is formatted as CCYYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted.
	    o General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly.
	    o Text – text must be formatted as CCYYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted.
	    o Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year.

Edits:	• Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. • Required if address data is provided.
Default Value/Use:	None
Reporting:	Conditional, Mandatory if address is provided

Verifies:	Error:	Error No.:	Error Message:
Required date	Date required	45	Address effective date required.
Must be valid date	Invalid date	46	Address effective date must be valid
Future date not allowed	Future date not allowed	47	Address effective date must not be future
Address data required	Address data required	54	Address effective date without an address

Date Revised:	9/18/2012

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Good Address Flag		
History Kept: N/A	Format: General or Text	Size: 1	Spreadsheet Location: Column T
Description:	Flag to indicate a valid student address.		

Comments:	• If using a spreadsheet, formatting will yield the following results:
	   o General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.
	   o Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.
	• If this field is not being reported, the column must be left blank.
	• Required if Address Effective Date Supplied.		

Edits:	Valid values are 'Y', 'N' or space.		
Default Value/Use:	None		
Reporting:	Optional		

Verifies:	Error:	Error No.:	Error Message:
Invalid value	Invalid value	44	Good Address flag must be Y, N or Space.

Date Revised:	9/18/2012

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student Address Line 1		
History Kept: Yes	**Format:** General or Text	**Size:** 40	**Spreadsheet Location:** Column U
Description:	First line of student address		

Comments:	• If using a spreadsheet, formatting will yield the following results:
	    • General – Numbers and letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.
	    • Text – Numbers and letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.
	 • If this field is not being reported, the column must be left blank.		

Edits:	None		
Default Value/Use:	None		
Reporting:	Optional		

Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A

Date Revised:	9/18/2012

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	**Student Address Line 2**		
History Kept: Yes	**Format:** General or Text	**Size:** 40	**Spreadsheet Location:** Column V
Description:	Second line of student address		

Comments:	• If using a spreadsheet, formatting will yield the following results:
	   • General – Numbers and letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.
	   • Text – Numbers and letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.
	• If this field is not being reported, the column must be left blank.		

Edits:	None		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
N/A	N/A	N/A	N/A
Date Revised: 9/18/2012			

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student Address City		
History Kept: Yes	**Format:** General or Text	**Maximum Size:** 30	**Spreadsheet Location:** Column W
Description:	City where student lives.		

Comments:	• If using a spreadsheet, formatting will yield the following results:
	  • General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.
	  • Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.
	• If this field is not being reported, the column must be left blank.		

Edits:	None		
Default Value/Use:	None		
Reporting:	Optional		
Verifies: N/A	**Error:** N/A	**Error No.:** N/A	**Error Message:** N/A
Date Revised: 9/18/2012			

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student Address State / Province		
History Kept: Yes	**Format:** General or Text	**Maximum Size:** 2	**Spreadsheet Location:** Column X
Description:	State or province where student lives.		

Comments:	• Spreadsheet formatting will yield the following results:
	    • General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.
	    • Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.
	• If this field is not being reported, the column must be left blank.		

Edits:	Must be valid state or province.		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
Invalid state	Invalid state	42	State is invalid
Date Revised: 9/18/2012			

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	**Student Address Country**		
History Kept: Yes	**Format:** General or Text	**Maximum Size:** 2	**Spreadsheet Location:** Column Y
Description:	Country where student lives.		

Comments:	• Spreadsheet formatting will yield the following results:
	    • General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.
	    • Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.
	 • If this field is not being reported, the column must be left blank.		

Edits:	Must be valid country code.		
Default Value/Use:	Must be valid country code.		
Reporting:	Optional		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
Invalid country	Invalid country	48	Invalid country code
Date Revised: 9/18/2012			

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student Address Postal Code		
History Kept: Yes	Format: General, Text, Number or Special	Maximum Size: 17	Spreadsheet Location: Column Z
Description:	Postal code where student lives		

Comments:	• Spreadsheet formatting will yield the following results:
	  • General – leading zeros will be removed from the spreadsheet. NSLDS will read and store the remaining characters, resulting in an incorrect zip code being stored.
	  • Text – numbers and letters as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.
	  • Number - numbers and letters as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.
	  • Special – Zip Code function allowed, Zip Code+4 function is not allowed.
	• If this field is not being reported, the column must be left blank.		

Edits:	N/A		
Default Value/Use:	None		
Reporting:	Optional		

Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A

Date Revised:	9/18/2012